

### Class Concept

Employee represents North Carolina's arts community at the state, regional and national levels. Assesses arts needs in the state, assuring that mission and goals effectively address those needs. Supervises development of programs that support the growth of NC arts organizations and artists to ensure citizens and visitors the highest quality and widest variety of arts experiences. Works to integrate the arts into goals and activities of other state government agencies and non-arts industries such as downtown revitalization, tourism and education. Examines key programs with staff, board and constituents; and adjusts to reflect current environment and produce long-term stability and increased funding. Oversees development and approval of agency's strategic plan and the integration of that plan into the Department's goals of the N.C. Arts Council's annual budgets; and works closely with Arts Council's 24-member board to advise the Secretary of Natural and Cultural Resources. Provides in-depth orientation for newly appointed board members; and works closely with the board chairperson to determine issues to be addressed at board meetings, and to identify other activities in which members of the board should participate. Employee supervises and approves development of funding requests to the Department of Cultural Resources, North Carolina General Assembly, National Endowment for the Arts, and private foundations and corporations. Oversees the development of annual grants and operating budgets. Serves as a liaison between agency and NC Arts Council Foundation.

### Recruitment Standards:

#### Knowledge, Skills, and Abilities

- Considerable knowledge of all the arts; and deep understanding of the needs and aspirations of non-profit organizations and individual artists.
- Thorough knowledge of issues, trends, and practices in arts administration.
- Ability to provide strong creative leadership for the arts in North Carolina and represent North Carolina at the regional and national levels.
- Working knowledge of the creative economy and for-profit creative enterprises.
- Ability to create a vision to lead the arts community, board and staff.
- Ability to develop arts policy, strategic plans, programs and corresponding budgets.
- Ability to access a variety of funding sources.
- Ability to work creatively in both rural and urban environments.
- Ability to communicate effectively with a broad cross-section of artists, arts professionals, legislators, government officials, business people and the public, including speaking in public forums to diverse audiences.
- Ability to manage a strong, diverse board, highly creative staff, and complex budgets.

#### Minimum Education and Experience

Bachelor's degree in arts administration or arts related field from an appropriately accredited institution and five years of experience in arts development, two of which must have been in a supervisory or administrative capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.